

2-2953

16 October 1951

MEMORANDUM FOR: Deputy Director (Administration)

SUBJECT: Inspection and Security Office Survey.

1. Attached is a management survey of the case control and statistical reporting procedures in the Security Division of the Inspection and Security Office.
2. This survey has been concurred in by the Inspection and Security Office, Personnel Office and Administrative Services Office.
3. Highlights of the survey are:
 - a. It is proposed that the present manual procedures for case control and statistical reporting in the Security Division of the Inspection and Security Office be replaced by punched-card (IBM) methods.
 - b. Through the application of punched-card procedures the following advantages will be realized:
 - (1) The internal case control and statistical reporting procedures in the Security Division of I&S will be simplified.
 - (2) The indices check in I&S will be expedited through more uniform records and a faster means of maintaining the indices on a current basis.
 - (3) The responsibility for preparing security clearance statistics will be centralized in I&S.
 - (4) The monthly statistical reports prepared by I&S and the Machine Records Branch will be prepared more expeditiously and time now consumed each month by Personnel, Management, Machine Records Branch and I&S personnel in a reconciliation operation will be reduced to a minimum.

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(5) Statistical reports or special studies can be supported by automatically prepared lists showing names and security file numbers.

(6) An effective and automatic means of ensuring the re-investigation of cases on a scheduled basis will be provided.

(7) The preparation of Budget Estimates will be simplified.

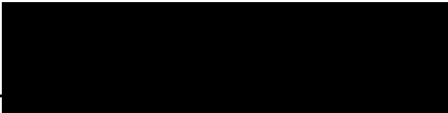
(8) An automatic means will be provided to obtain data for supervisory, control and planning purposes.

(9) A monetary saving of \$216.27 a month or \$2,595.24 a year will be realized. (This saving is \$44.00 a month less than that indicated in the attached report since it has been decided that a Type A Sorting Machine will be needed in I&S for obtaining special internal operational statistics.)

4. Based upon the desire of I&S for the installation of the punched-card procedures and the concurrence of all Offices concerned the following actions are being taken:

- a. Necessary equipment has been ordered.
- b. Operating procedures for I&S and Machine Records Branch are being prepared.
- c. Present chainindex file to be converted to new machine methods prior to installation of IBM machines.
- d. Complete application will be effected upon delivery of the equipment.
- e. Necessary funds are available.

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Advisor for Management

Enclosure: I&S Survey.